



Indian Hill Middle School 2017-2018

All students are expected to have read, reviewed, and understood the contents of this student planner.
Students are expected to uphold the expectations listed.

I have read and understand the contents of this student planner, including:

- Student Handbook
- Code of Conduct
- Student Attendance Policies
- Personal Technology Use Expectations

Printed Student Name

Grade

Student Signature

Date

Technology is used by the students of the Indian Hill School District for the purpose of supporting and enriching their educational experience. The use of technology resources within the district or on district property is a *privilege*, not a right. Along with that privilege comes the responsibility to utilize it in a responsible manner. Each student is responsible for the guidelines presented in this Acceptable Use Policy (AUP) when on school property or at school events, regardless of its ownership, or if using district-owned technology off campus. The administration, faculty and staff may request to deny, revoke or suspend specific user accounts or privileges at any time.

PERSONAL TECHNOLOGY USE AT INDIAN HILL SCHOOLS

Technology is part of our daily lives and will continue to be so personally and professionally as our students move beyond our walls. In order to properly prepare them for their future, and to take advantage of the many positive educational benefits of technology in the hands of students, Indian Hill High School has engaged in a “bring your own technology” (BYOT) initiative called iTech. Subsequently, students are encouraged to bring their own technology devices to each class. Students who cannot bring their own equipment for whatever reasons will be expected to utilize the school’s technology for their instructional needs.

Definitions:

BYOT – any privately owned wireless device, preferably a netbook, laptop or full windows tablet, brought to school by the student that can be used for office and educational applications, internet access, information exchange and storage, and content creation. We presume these devices to be parent-approved.

Internet access – connection to the school’s guest network should be the primary source for internet access (although we recognize that students may also be carrying personal cellular devices that have access as well, as approved by their parents). Personal multi-user internet connective devices, such as “mobile hotspots”, are not permitted to be used on campus. Also, use of unauthorized, random networks that might appear in proximity is strictly prohibited.

Security and Damages – The security, care and handling of a personal device is the sole responsibility of the person bringing in the device. Theft or damage of devices will be handled by the school similarly to any other personal item. It is recommended that students mark their own machines to identify them, and use protective cases to prevent casual damage. Students are encouraged to register their device with the school online to assist recovery if a system is misplaced, but the school assumes no responsibility for its recovery or care.

Borrowing – students may borrow a computer from the library for any reason in order to participate with educational activities in the classroom in the event they are without a device or their device is not functional. It is understood that these devices may NOT be taken home. Any borrowed device must be returned by the end of the school day.

Agreement

Technology is used by Indian Hill students for the purpose of supporting and enriching their educational experience. The use of technology resources within the District is a privilege. Abuse or violation of this privilege will result in consequences being applied in accordance with the school’s code of conduct. It is expected that all students will adhere to the District’s acceptable use policy as well as the student code of conduct and other board policies. Furthermore, the student also agrees to the following conditions:

1. The student takes responsibility for his/her own device. The school is in no way responsible for the care, maintenance and security of student-owned devices.
2. The student agrees to install required software to allow teachers to interact with and monitor their device during classes.
3. The student agrees to install free apps as required by the teacher for classwork.
4. Technology, and particularly cell phones, should be in silent mode while on campus and riding school buses (and ear buds should be removed when exiting buses and while in class unless otherwise indicated).
5. All technology must be used responsibly and in accordance with the District’s code of conduct and acceptable use policy.
6. While onsite in classes, students should use their technology for class-related work unless otherwise instructed.

7. The student will comply with teachers' request to shut down, put away or close the screen of any device.
8. The District's network filters will be applied to internet access through the school, and students will not attempt to bypass or override the filter.
9. Students will only use the District's provided internet access or their own personal cellular device for internet access. Accessing random networks in proximity or using multi-user/mobile hotspots is strictly prohibited.
10. Virus and spyware programs should be active and maintained on all student-owned computers. Bringing an infected device on campus is in violation of our acceptable use policy.
11. Hacking, altering or bypassing network security policies is a strict violation of our acceptable use policy and will result in immediate disciplinary action.
12. The school has the right to collect and examine any device suspected of abuse or that is suspected of causing problems or was a source of an attack or virus infections. Changes recommended to correct the situation must be followed for the system to be allowed to be active again.
13. Printing from personal technology devices is not supported in the District and may simply not be possible.
14. Any technology borrowed from the school must be returned by the end of the school day in the same condition it was in when borrowed. Any problems encountered with the equipment must be reported immediately.

In order to use my technology on campus at Indian Hill Schools, I understand and will abide by the above agreement as well as the acceptable use policy, student code of conduct and other related board policies. I further understand that any violation is unethical and may result in loss of privileges as well as other disciplinary action.

INDIAN HILL SCHOOL DISTRICT PHILOSOPHY

VISION

Enduring Excellence in Learning, Leadership, Innovation and Service

MISSION

The Indian Hill School District provides exceptional educational services to ensure the intellectual development, personal growth, and social responsibility of each student.

VALUES

- Commitment to Excellence
- Collaborative Relationships
- Community Engagement
- Continuous Improvement

THE INDIAN HILL MIDDLE SCHOOL SHALL:

- * Provide an environment where the student is most important and where the opportunity to succeed is nurtured for all students.
- * Provide a curriculum in which instruction is provided in all areas (1) to continue the developmental program of basic skills instruction, (2) to help students learn how to study, (3) to help students appraise and develop their own interests and talents, (4) to provide opportunities for study and (5) to develop an interest in life-long learning.
- * Recognize differences in learning styles and help the student progress by whatever processes he/she can use most effectively, realizing the student has a responsibility to take full advantage of these experiences.
- * Provide an opportunity for the student to recognize his or her own dignity and self-worth develop self-discipline and values while developing a respect for the abilities, values, and attitudes of others, in order to be a productive citizen of our society.
- * Provide for a smooth educational transition from the elementary school and to the high school.
- * Provide experiences for all students to increase their awareness of and response to the aesthetic aspect of our total environment.
- * Provide strong role models for students through caring and competent staff members who understand and work effectively with pre-adolescent and early adolescent students.



INDIAN HILL MIDDLE SCHOOL
6845 DRAKE ROAD
CINCINNATI, OH 45243

SCHOOL PHONE NUMBERS

During School Hours
(7:15 a.m. to 3:30 p.m.)

IHMS Office	272-4642
IHMS Absence	272-4700**
IHMS FAX	272-4690
IH Athletics	272-4631
IH Board of Education	272-4500
IH Food Service	272-4605
IH Safety Line	272-4701
IH Transportation	272-4531

**When calling the attendance line to confirm your child's absence, please include the date of the absence, your name and relationship to student, student's name and grade, the reason for the absence, and the expected length of the absence. Requests for homework can be emailed to the teacher or found on Blackboard.

HOURS OF OPERATION

7:15 a.m.	Office opens
7:30 a.m.	Teachers arrive
7:45 a.m.	Students arrive on campus and report to lobby
7:50 a.m.	Students may go to lockers
8:00 a.m.	Class begins
2:45 p.m.	Students are dismissed**
3:00 p.m.	Teacher workday ends
3:30 p.m.	Office closes
4:00 p.m.	Building closes to students

**Students staying after school must be in a supervised activity. Students who are not being actively supervised may be asked to leave the building.

SCHOOL CALENDAR

The school calendar is approved annually by the School Board. At the start of the school year, each school family is provided one District-published calendar that includes the dates below as well as most scheduled district activities. Additional copies may be purchased through the Middle School office. Students and parents are encouraged to access the online calendar for the most current information on school events: <http://indianhillschools.org/ms/>

SCHOOL CLOSING

If there is severely inclement weather or a mechanical breakdown, school may be closed, the starting time may be delayed, or school may be dismissed early. Such deviations from the regular schedule will be announced over radio stations broadcasting school closings. Reports in the morning will be between 6:30 AM and 9:30 AM. In addition, you will receive emergency information via telephone if you have completed and returned the Penn Alert System participation form which is mailed to all registered families.

If school is closed, all after-school activities are canceled unless you are notified otherwise.

If no report is received or heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

Please do not drop off children at school on snowy days without checking to be certain that the school is open for instruction

STUDENT ATTENDANCE

The Indian Hill Exempted Village School District has a high regard for academic excellence and scholarship. We believe that school attendance and time spent in study have a significant relationship to achievement.

- Ohio law provides that it is the responsibility of parents/guardians to ensure the regular daily school attendance of their child/children unless absences are excused. An excused absence is defined as:
 - Personal illness or injury
 - Illness in the family
 - Medical or dental appointments accompanied by a physician's documentation
 - Death of a relative
 - Quarantine
 - Work at home due to the absence of parents or guardians (students over 14 years of age)
 - Observance of religious holidays
 - Appointments for court
 - Emergency or set of circumstances judged by the responsible building administrator as sufficient cause
- A. The Indian Hill School District requires students to be in regular attendance for the number of days as approved by the school calendar and have the responsibility to notify parents when students are having an attendance problem.
- B. A parent note may document up to seven absences or tardies per semester for reasons identified as excused absences. Absences and tardies in excess may not be excused by a parent and shall require documentation by the student's physician, dentist, etc.
- C. Parents are to provide the school office with a notification, either written, via email or by telephone, of the reasons for each student absence. Parents are required to report all absences via the attendance line (513-272-4700).
- Attendance is defined as participation in all activities assigned to a student during the time school is open for instruction. Three or more instructional periods constitute a half-day of attendance.
 - A. To receive a year's credit, a student may not be absent from school or a period/class for more than 10 days per semester. All absences will be counted against the 10 day limit. Participation in school-sponsored events during the school day, student suspensions, and/or detention by school officials do not count as an absence. The responsible building administrator may use his/her discretion when implementing this procedure.
 - B. A school tardy is defined as arriving after the school's scheduled start time, 8:00 am, and before 25% of the school day has transpired. Seven tardies are equivalent to one day of absence when computing absence totals.

- C. At the high school or middle school, students who report 15 minutes or more late for an assigned class will be counted absent that period.
- D. Each teacher will keep a daily record of attendance and tardiness for each student assigned to his/her class. Teachers will notify the responsible building administrator when the student has been absent 50% of the 10 day limit and, again, when the student has reached the maximum allowable absences within a class period.

- Students may be granted an attendance allowance based on a review of the individual case by the responsible building administrator.
- For students who have not been granted an attendance allowance, a formal letter of concern will be sent to parents when absences have reached 50% of the allowable days (10 per semester). At the high school level, a student conference will be held when a student has reached five absences in one semester, in addition to the notification letter at 50% of the maximum days. When a student's absence record exceeds the maximum days allowed, parents will again be notified. In the event a student has reached a designated number of unexcused absences (Five or more consecutive school days, seven in a month, or 12 in a year), the parent may be notified of truancy violations as outlined in Policy J-13.

Students exceeding the number of allowable absences may remain in their scheduled class(es) or be placed in an alternative learning setting by the building administrator with no academic credit applying.

- Attendance Regulations Regarding Co-curricular and Extracurricular Activities:

If a student is not in attendance for a minimum of 50% of the school day on the day of the event or has not been granted prior approval by the responsible building administrator to attend the event, he/she will be declared ineligible for that event.

- **Detention Policy as related to attendance and tardies:**

- Tardies 1-3 may result in a warning.
- Tardies 4-6 may result in the assignment of a morning detention to be served prior to the school day between 7:25 AM – 7:55 AM.
- Tardies 6 or more may result in the assignment of a morning detention or after school detention between 2:50 PM – 3:50 PM.
- Should a student continue to be tardy to school, he or she may be assigned a Friday study to be served between 2:50 PM – 4:50 PM.
- Excessive tardies and absences may result in a conference (in person or on the phone) with the student and/or his/her parent(s) or guardian(s).

- **Family Vacations/Planned Absences:**

Parents are discouraged from taking students out of school for vacation purposes. Family vacations will be counted as excused only if the absences are approved in advance by a building administrator and the student has received makeup work in advance from each teacher on the Planned Absence Form. Failure to complete these steps will result in the planned absences being unexcused. In order to obtain a Planned Absence Form, the student must present a note from the parent that includes the student's name, grade, reason for the absence, as well as the dates of absence. This note must be presented to the office at least two days prior to the date of proposed absence. If the planned absence results in a student exceeding his/her attendance limit for the semester, the days missed will be counted as unexcused. Planned absences will not be approved for students who exceed the attendance limit. Requests for planned absences that could interfere with a student's ability to complete relevant assessments (i.e., exams or state assessments) will likely not be approved.

NOTE: Absences and tardies are accumulated and tallied per semester.

EARLY DISMISSAL AND TRUANCY

Permission for a student to leave school when school is in session will require approval by the principal or a person specifically designated by him/her to exercise that authority. In evaluating requests for this permission, the principal or designee will give primary consideration to the best interest of the student and/or public welfare. Requests will not be approved without a parent's or guardian's permission. When a request originates from a person other than the parent or guardian, the principal or designee will contact the parent or guardian to obtain permission; an exception may be made in the case of a student who is 18 years of age or older, who may make requests on his/her own behalf.

When any student of compulsory school age, in violation of law, is not attending school, the attendance or other appropriate officer shall notify the parent, guardian, or other person having care of that child of the fact, and require the parent, guardian, or other person to cause the child to attend school immediately. If the parent or guardian fails to do so, the District shall send notice requiring the attendance of that parent, guardian, or other person at a parental education program and may file a complaint against the parent, guardian, or other person having care of the child in any court of competent jurisdiction. In addition, when a student reaches 50% of the allowable absences per semester, a written warning notice will be sent to the parent/guardian. Should a student reach the threshold for unexcused absences, as noted below, the student, and his/her parents will be notified of the District's intent to file truancy charges.

Any student absent without permission from school officials and/or parent(s) is truant. Any student leaving school before the end of the school day without permission from school officials is truant. The District shall treat truant students in accordance with Ohio Law, including following the actions required for reporting habitual and chronic truants.

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

"Chronic truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

STUDENT ATTENDANCE ACCOUNTING (Missing and Absent Children)

A student, at the time of initial entry into school, shall present to the person in charge of admission an official copy of a birth certificate and copies of those records pertaining to him/her which were maintained by the school which he/she most recently attended. If the student does not present copies of the required documents, the principal or his/her designee shall contact the school from which the student transferred and request the information. If that District has no record on file of the student or if that District does not send the records within 14 days, the principal or designee shall notify the appropriate authorities having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s), guardian(s), or custodian(s). The School District staff will provide as much assistance as is reasonable to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedures for excused absences. The principal or his/her designee is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other responsible person when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice, which will be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers, home addresses, and any emergency telephone numbers.

The Board shall designate the Superintendent to develop informational programs for students, parents, and community members relative to the subject of missing children.

An employee of the District who is authorized to handle school records shall provide access to a student's records to a law enforcement officer who indicates that the officer is conducting an investigation and that the student is or may be a missing child.

The District is required to immediately notify the Attorney General and local law enforcement agencies when a missing student attends school. The District will follow its policy for the notification of parents when a child is absent from school. The District is required to notify local law enforcement agencies when a child is enrolled without his or her birth certificate and school records.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. District security measures require parents and all other visitors to register at each school and wear a GUEST sticker while on the premises. The school secretaries can provide further directions to other areas of the school. All visitors are asked to conduct themselves according to school rules and procedures.

Parents are always welcome to visit IHMS. We value the Please call to make an appointment before your visit.

NO VISITOR IS ALLOWED TO ATTEND CLASSES UNLESS PERMISSION FOR THE VISIT IS OBTAINED FROM THE ADMINISTRATION.

FINANCIAL OBLIGATIONS OF ENROLLED STUDENTS

Fees

School fees for the 2017-2018 school year are \$45. When paying fees, checks should be made payable to: Indian Hill Middle School. When paying by check for any school related fees or charges of any kind, including but not limited to field trips, museum admission charges, book orders, etc. the check should always be made payable to the school your child(ren) attend and not to an individual District employee. A written receipt will be issued for all cash payments.

Fines

- * Library - (See SERVICES FOR STUDENTS — Media Center).
- * Textbooks -Textbooks are the property of the School District, and they are to be handled with care and to be returned at the end of the school year in good condition. Fines will be assessed on books, which show excessive wear. Students who lose books will be charged the replacement cost of the book. This charge will be refunded if the textbook is found as long as the student can provide a copy of a canceled check or the school receipt issued when the fine was paid.

Report cards will be held when fines are not paid. Any student, who still has an outstanding fine or other obligation from the previous school year, will not receive their new schedule until such obligations are satisfied.

STUDENT HEALTH AND SAFETY

Emergency Medical Forms

The purpose of the emergency medical form is to enable parents to authorize EMERGENCY treatment (or the withholding of treatment) for children who become ill or injured while under school authority when parents cannot be reached. The emergency form must be completed and submitted by a parent or legal guardian. Students without an emergency form on file may be excluded from class and/or denied participation in extra-curricular activities.

Athletic Student Participation and Physical Exam Card

The state requires a student athlete to have the Student Participation and Physical Exam Card on file prior to any interscholastic competition. In order to complete the card, a physical exam must be scheduled after the preceding May 1. The exam is valid throughout the year until the following June. The school provides physical exams at minimal cost in early August. Their exact dates and times are included with the final report card each year.

Student Participation and Physical Exam Cards are available through the Middle School office, through the athletic office, or through any coach.

School Accidents

The teacher, office staff, administrator, health specialist, or nurse administers minor first aid. When a minor injury such as a fall requires some type of follow-up, the school nurse or health specialist writes and files an accident report. The student also receives a clinic visit form to take home. The parent or legal guardian is called if the injury is more serious. (For more information on the clinic see SERVICES FOR STUDENTS.)

Immunization Requirements

The Ohio Revised Code (R.C. 3313.67) requires students to be immunized against Chicken Pox, Poliomyelitis, Diphtheria, Tetanus, Pertussis, Measles (Rubeola), Mumps, Rubella, and Hepatitis B. Prior to entering the 7th grade, students are required to receive a Tetanus, Diphtheria and Pertussis booster (Tdap) AND one dose of the Meningococcal (MCV4) vaccine. As with other school immunization requirements, students who do not provide documentation of these immunizations are subject to exclusion from school. This information must be received prior to, or within 14 days, the first day of school.

A child who has had mumps and/or measles disease must present a signed statement from his/her physician stating that s/he has had the specific disease to be exempt from receiving the required dose of the vaccine. A history of rubella disease may not be substituted for rubella vaccine. Only laboratory test results showing immunity may be submitted as proof.

Administering Medicine to Students

If possible, the parent should give all medication at home. If this is not possible, it will be done in accordance with the following:

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was lawfully dispensed.
2. Written permission must be received from the parent or guardian of the student, requesting that the District comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement that complies with State law and is signed by the physician who prescribes the drug or other person licensed to prescribe medication.
4. The parent, guardian, or other person having care and charge of the student must agree to submit a revised statement signed by the physician or other licensed individual who prescribed the drug to the nurse or other designated individual, if any, of the information originally provided by the physician or licensed individual changes.
5. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers

In order for a student to possess and use a metered dose inhaler or dry powder inhaler ("inhaler"), he/she must have written approval from the student's physician, parent, or other caretaker, and demonstrate to the school nurse or health specialist, appropriate use of the inhaler. The principal and/or the school nurse or health specialist must have received copies of these required written approvals.

The physician's written approval must specify the following minimum information:

1. the student's name and address;

2. the name(s) and dose of the medication contained in the inhaler;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student's asthma attack;
6. any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. at least one emergency telephone number for contacting the physician;
9. at least one emergency telephone number for contacting the parent, guardian, or other person having care or charge of the student in an emergency, and
10. any other special instructions from the physician.

In no circumstances will the District, any member of the Board, or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of an inhaler when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

An individual health and emergency plan will be developed by District staff for students who have consent to use and possess inhalers at school. The plan will be evaluated annually for its effectiveness and student compliance.

Legal Custody

When reference is made to a student's parent or parents, this term is to be construed as including a guardian. The word parent is meant to be the natural father and/or mother of the child who has legal custody and responsibility for the child. A guardian is one who has been granted legal custody of the child by an appropriate court. Guardianship or custody of a child is not conferred on an adult simply by the fact that they share a residence.

The non-custodial parent has a right to request and receive information about his/her son or daughter. The information given may be grades, attendance records and reports of discipline problems.

Parent Notes

A note from the parent or guardian will be required in the following situations:

1. If parents/guardians are out of town or unavailable for an extended period, the name and phone number of the temporary guardian must be given to the school office. This is to ensure the safety of your child if routine care is needed. Students will ONLY be released to those individuals listed as alternates on the emergency card unless other arrangements have been made.
2. If a student needs to be dismissed early for a medical or dental appointment, a note from the parent must be brought to the office immediately upon arrival at school. The student will be issued a pass and will be placed on the daily absence list to alert teachers that s/he will be leaving early.
3. If a parent has not given the school notification of a student's absence by phone, the student will be required to have a written note from his/her parent when returning to school.
(See GENERAL INFORMATION — ABSENCE).

EVACUATION AND SHELTER-IN-PLACE DRILLS

These drills, at regular intervals, are required by law and are an important safety precaution. It is essential that students obey orders promptly. Teachers will direct students to appropriate areas during the drills. Any misconduct during these drills will be viewed as an unusually serious matter.

Evacuation Procedures

1. The evacuation drill signal is a high-pitched steady sound.
2. The teacher will lead the class from the building to the proper exit. Attendance will be taken outside; missing students will be reported to the contact person.
3. The students are to observe SILENCE at all times during the drill.
4. Students must move rapidly, but carefully. Rushing, shoving, or running could cause disaster.
5. After exiting, students are to move as far as possible from the building and remain SILENT until the order is given to return to the school building. Students are to return to the building in a quiet, orderly fashion and proceed immediately to their classroom.

Shelter-In-Place Procedures

1. Teachers are to remain with the class they are meeting at the time of the drill.
2. Upon entering the designated shelter areas, students are to form lines and assume the protective position: kneel down placing head toward the wall and cover the back of the neck with their hands. There must be TOTAL SILENCE during the drill so any additional instructions may be heard.
3. Teachers are to carry grade books with them so that we will be able to account for all students. Teachers are to report any missing student to the staff member stationed in their area.
4. Students will return to class when the signal is either announced over the P.A. or a messenger from the office notifies teachers accordingly.
5. If you are in the building after regular school hours and the shelter-in-place signal is sounded, report to the office. If you are responsible for a group of students, move the students to a shelter area and have people assume the protective position.

STUDENT CONDUCT CODE

The students of the District will comply with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

Students will annually receive at the opening of the school year, or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make them liable to suspension or expulsion from school or other forms of disciplinary action. Parents will also be informed of the conduct expected of students.

Matters not covered explicitly by school rules will be handled by the school principal, consistent with State law and other established policy.

CODE OF CONDUCT POLICY

We believe in a community of learners that supports the dignity and growth of all its members, including students, staff, and parents. In a community, member’s work together for the common good, display concern for others, and respect differences. It is neither possible nor desirable to specify every single infraction, and we rely on the initiative and responsibility of students and the good judgment of teachers and administrators to maintain a healthy, safe, and orderly environment and a positive school climate.

The student conduct code covers misconduct on school property and at school-related events. It also extends to out-of-school misconduct which is connected to activities or incidents that have occurred on school-owned or school-controlled property, or which is directed at a school official or employee, regardless of where it occurs.

Academic Responsibilities: Each student must attend and arrive on time for all classes and other required or scheduled appointments. Each student is expected to complete all assignments in an ethical and honest manner.

The following types of conduct may result in academic penalties, suspension, expulsion, and/or removal:

- Failure to attend classes, study halls, assemblies, meetings with teachers or administrators, detentions
- Tardiness to school or class
- Leaving class or school without permission
- Truancy
- Turning in the work of others and representing it as one’s own
- Cheating, plagiarizing, copying, or using unauthorized aids
- Falsification of records or school documents

Personal and Social Responsibilities: Each student is expected to treat all other members of the school community, one’s self, and property and equipment with respect, courtesy, and consideration.

The following types of conduct may result in suspension, expulsion, and/or removal:

- dress that disrupts or interferes with the learning environment
- foul, obscene, or abusive language or gestures
- interfering with the rights of others
- disrupting the learning environment
- disrupting the educational process
- presence in areas where a student has no legitimate business without permission of school authorities
- falsification of information given to school officials in the legitimate pursuit of their job
- indecent exposure

- insubordination
- gambling
- misuse of school computers or other school equipment and materials
- possession of stolen goods, theft, extortion
- damage or destruction of property on school premises or damage or destruction of property off school premises where the incident is school-related; vandalism
- hazing another or others
- threatening another or others
- endangering another or others
- abuse of another or others
- sexual harassment of another or others
- racial harassment of another or others
- harassment of another or others
- fighting
- disrespect to teachers or other authorities
- assault/battery (violence directed at others)
- arson
- possession/use of matches, a lighter, or other similar devices
- use, possession, or sale of tobacco
- use, possession, sale, being in the presence of or being under the influence of alcohol, other drugs, or inhalants (also applies to counterfeit drugs)
- possession or use of firearms, knives, or other weapons, including fireworks and explosives (also applies to look-alike weapons)
- announcement, publication, or distribution of materials that are offensive, obscene, or otherwise interfere with the learning environment
- commission of a crime on school property or in school-sponsored activities
- engaging in sexual acts or displaying excessive affection
- willfully aiding another person to violate school regulations.

Student use of alcohol and drugs is illegal and dangerous. Students who use, possess, sell, or are under the influence of alcohol, drugs, and other inhalants (also applies to counterfeit drugs) may be suspended for ten days. The suspension may be accompanied by a recommendation for expulsion (up to 80 days exclusion from school). Upon referral, students suspended for alcohol, drugs, or firearms offenses lose their driving privileges through the State of Ohio.

Drug testing shall be considered a voluntary act on the part of the student and his/her parents. Such testing may be used to:

- screen for the presence of anabolic steroids or other illegal drugs for students voluntarily participating on an athletic team
- screen urine, with parent permission, as one way to document that a student is or is not under the influence at school
- screen urine as a required component of a comprehensive drug evaluation conducted by a qualified agency or individual
- A breathalyzer test may be used when there is a reasonable suspicion that a student is under the influence of alcohol or drugs and such suspicions have not been lessened through the school's investigation. If the breathalyzer test is positive, the student will face disciplinary action consistent with these regulations and

the student code of conduct. If the student refuses the breathalyzer test, the school district may refer the matter to law enforcement officials. If the student is determined by law enforcement to be under the influence of alcohol or drugs, the student could face legal consequences in addition to the disciplinary action consistent with these regulations and the student code of conduct

Other consequences for inappropriate behavior include reprimand, removal from class or group setting, detention, Friday Study, and/or community service. If appropriate, students may be excluded from extra-curricular activities or a group setting. Administrators have the right to search student lockers and their contents. Ohio law provides that dangerous weapons offenses can lead to a one-year expulsion. Upon referral, students suspended for alcohol, drug, or firearms offenses lose their driver's license. Administrators determine specific consequences for inappropriate behavior based on the age and disciplinary history of the student, severity of offense, impact on the learning environment, and other relevant and appropriate circumstances. Offenses not listed will be dealt with at administrative discretion. Crimes will be reported to the police.

HAZING AND BULLYING

Harassing, hazing, intimidating and/or bullying behavior by any student, administrator, faculty member, or other employee of the District is strictly prohibited on or immediately adjacent to school grounds and at school sponsored activities, whether curricular or extracurricular. It also extends to any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Definitions

Hazing is defined as any act of coercing another, including the victim, to do or initiate any act against any student or other organization which causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Harassment, intimidation or bullying means either of the following: (1) any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both: (a) causes mental or physical harm to the other student, and (b) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or (2) violence within a dating relationship.

Electronic act means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Harassment, intimidation, and bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to (i.e., this is NOT an exhaustive list):

- physical violence and/or attacks;
- dating violence;
- threats, taunts and intimidation through words and/or gestures;
- extortion, damage or stealing of money and/or possessions;
- exclusion from the peer group or spreading rumors;
- excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers;
- repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following: posting slurs on web sites, social networking sites, blogs or personal online journals;
- sending abusive or threatening e-mails, web site postings or comments and instant messages;
- using a camera and/or camera phone(s) to take embarrassing photographs or videos of students, teachers or staff and/or distributing or posting the photos or videos online; and

- using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

Prohibited activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member, or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations may plan, encourage or engage in any hazing and/or bullying activity.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices, are inconsistent with the educational process and are prohibited at all times. The District educates students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The administration provides training on the District's hazing and bullying policy to District employees who have direct contact with students.

The District provides age-appropriate instruction on hazing and bullying including the consequences for violation of this policy. Dating violence prevention education is provided to students in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Complaints

1. Formal Complaints

Students, their parents or guardians, and/or school personnel may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying; and the names of any potential student or staff witnesses. Such reports may be filed with any administrator, faculty member or other employee of the District. The District employee who receives the complaint must promptly forward to the building principal for review and action.

Students are prohibited from deliberately making allegations and/or false reports of harassment, hazing or bullying. Those found to make false reports will be subject to disciplinary action in accordance with the procedures found in the Student Conduct Code.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to an administrator, teacher or other District employee. Students who make informal complaints may request that their name be maintained in confidence by the District employee who receives the complaint.

Anonymous reports can be made through written or verbal means (i.e., a school safety hotline or voicemail) to the building administrator.

Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential witnesses. The District employee that receives the complaint must promptly document the report in writing and forward to the building principal for review and action.

School Personnel Responsibilities and Intervention Strategies

1. Teachers and Other District Employees

Teachers and other District employees, who witness acts of harassment, hazing, intimidation and/or bullying must promptly notify the building principal of the event observed and file a written, incident

report concerning the events witnessed. Teachers and other District employees who receive student or parent reports of suspected harassment, hazing, intimidation and/or bullying must promptly forward to the building principal any formal, written complaint. If the report is an informal complaint by a student that is received by a teacher or other District employee, the District employee should prepare a written report of the informal complaint and promptly forward to the building principal. In addition to addressing both informal and formal complaints, District employees are encouraged to address the issue of harassment, hazing intimidation and/or bullying in other interactions with students.

2. Administrator Responsibilities

A. Sending Policy to Parents/Guardians

Once each school year, the District will send a written statement describing this policy and the consequences for violations of the policy to each students' custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

B. Investigation

The building principal must be promptly notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal, all such complaints are investigated promptly and a written report of the investigation is prepared. The report should include findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements are attached to the report.

When a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

C. Non-disciplinary Interventions

When verified acts of harassment, hazing, intimidation and/or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

D. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences under the Student Conduct Code. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school suspension or expulsion may be imposed in accordance with the procedures found in the Student Conduct Code. These consequences are reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

E. Intervention Strategies for Protecting Victims

To adequately protect victims of bullying, intimidating or harassment, the District has intervention strategies in place depending on the type of prohibited behavior. Examples of intervention strategies include: providing adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintaining contact with parents and guardians of all involved parties; providing counseling for the victim if assessed that it is needed; informing school personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior; checking with the victim frequently to ensure that there have been no further incidents of harassment, intimidation or bullying or retaliation from the offender.

Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal will notify the parent or guardian of the perpetrator, in writing (letter or email) or on the telephone, of the finding(s). If disciplinary consequences are imposed against such student, a description of such discipline will be included in such notifications.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Reports to the Victim and his/her Parent or Guardian

If after investigation, acts of bullying or hazing against a specific student are verified, the building principal will notify the parent/guardian of the victim of the finding(s). In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

List Provided to School Board

The Superintendent must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying. A version of this semiannual report, which will exclude all personally identifiable information of the students, will also be posted on the District's website.

[Adopted: April, 21, 1992]

[Revised: January 8, 2008]

[Reviewed: March 10, 2009]

[Revised: August 1, 2011]

[Adopted: September 13, 2011]

[Revised: April 17, 2012]

DANGEROUS WEAPONS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) that is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle, or at any school-sponsored activity. Any student who brings a firearm in the above manner shall be expelled from school by the Superintendent for a period of one calendar year. Any student who possesses a firearm, which was initially brought onto school property by another person, may be expelled by the Superintendent, at his discretion. In addition, the Superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend as necessary into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Students are also prohibited from bringing a knife to or possessing a knife (which was initially brought onto school property by another person) while on school property, in a school vehicle, or at any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings to or possesses a knife while on school property, in a school vehicle, or at any school-sponsored activity, the Superintendent may, at his discretion, expel the student from school subject to the conditions stated above.

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student when the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Possession of a look-alike weapon is also subject to suspension.

PERMANENT EXCLUSION

The Ohio Revised Code stipulates that students over sixteen years of age may be permanently excluded from school for committing any of the following crimes:

- conveying deadly weapons onto school property or to a school function;
- possessing deadly weapons on school property or at a school function;
- carrying a concealed weapon on school property or at a school function;
- trafficking in drugs on school property or at a school function;
- murder or aggravated murder on school property or at a school function;
- voluntary or involuntary manslaughter on school property or at a school function;
- assault or aggravated assault on school property or at a school function;
- rape, gross sexual imposition, or felonious sexual penetration on school property, at a school function, when the victim is a school employee;
- complicity in any of the above offenses, regardless of location.

A student may be suspended or expelled prior to being permanently excluded.

ALTERNATE FORMS OF DISCIPLINE

Alternatives to suspension, such as work detail or community service, may be available at the discretion of the administration. Such alternatives must be mutually agreed upon by the student, parent, and administration. Such disciplinary action shall be proportional to the offense and may include physical labor and assistance with school maintenance. For example, a vandalism offense may lead to community service involving cleaning school property; littering in the cafeteria may lead to clean-up duty. This provision does not preclude a teacher from taking similar, appropriate disciplinary action in the classroom setting.

Alternate discipline may also involve work at community agencies in order to heighten a student's awareness of the impact of his or her actions, as when a student suspended for an alcohol offense is required to work at a rehabilitation clinic.

The district will not assume responsibility for transportation and supervision of alternate discipline activities outside the school setting. The student and his or her family assume responsibility for meeting school requirements regarding satisfactory documentation of the work's completion. Work performed as part of a disciplinary consequence may not be used to fulfill graduation requirements regarding community service. Failure to fulfill requirements will result in additional discipline.

[Adoption date: April 21, 1992]

[Revised: March 11, 1997, June 16, 1998, May 9, 2000]

Additional Comments Regarding Misconduct Listed in the Student Code of Conduct Policy

* Cheating is defined as:

- Turning in work of any kind that is not the student's own - to include any test, quiz, examination, and homework, composition of any kind, research project or report of any kind.
- Viewing any unapproved aid during a testing situation, such as another student's paper, Google doc, study notes, "cheat sheets," "crib notes," Cliff Notes (or any other such publication), or any oral communication between students is prohibited.
- Papers or work purchased from someone or from a company and turned in as a student's own work is prohibited.
- Copying all or part of another person's Google doc, program or computer disk, allowing the copying of your own program or disk, or participating in any way in an improper sharing of information is strictly prohibited.
- The state requires that schools report disciplinary actions taken throughout the school year. This reporting is done in aggregate form. The state has assured us that students involved remain anonymous.

Plagiarism, another type of cheating, is the appropriation or imitation of the language, ideas, and thoughts of another author or creator, and representation of them as one's original work.

A student who violates these rules will receive a zero on the work (test, assignment, etc.) and will be denied Honor Roll eligibility for the quarter.

* Counterfeit Controlled Substances - A counterfeit controlled substance is any substance that is represented to be a controlled substance, but is not a controlled substance or is a different controlled substance. In accordance with Section 2925.37 of the Ohio Revised Code, it is illegal to make, sell or possess a counterfeit controlled substance. In addition to IHMS Code of Conduct, Ohio law provides for various penalties for offenders.

Disciplinary Remedies

For those students who seem unable or unwilling to exhibit self-discipline for the common good and who disrupt the orderly operation of the school, the remedies listed below have been established to prevent and correct abuses.

Periodically, IHMS personnel may call a parent/guardian to verify that the parent/guardian notification had been seen and received by the responsible adult.

Verbal Warning to Student

At his/her discretion a staff member or administrator may discipline a student with a documented verbal warning and no other disciplinary action. Given that this remedy denies the parent the opportunity to know of the infraction and to dialogue with his/her student about the school rules, it should be reserved for atypical situations. Clearly, it may not be used more than once for the same exact misconduct by the same exact student.

Detention

Detention will occur from 2:50 PM - 3:50 PM on Mondays and Tuesdays. Students assigned to detention will be expected to arrange for transportation between school and home. Students are expected to arrive and/or be picked up on time.

In order for parents to be notified in advance, detention may need to be assigned for the next school day. If for some valid reason the student cannot serve the detention on the assigned date, parents are asked to contact the Assistant Principal prior to the date of the detention.

During all detentions, students may read, study, work with a specialist, or engage in activities (books, videos, counseling) regarding self-esteem and appropriate behavior. Students are to arrive with appropriate books and/or materials; they may not sleep. Lunch detentions may also be assigned to students at the discretion of a teacher or administrator.

Friday Study

This is a student assignment to a supervised study period. Students are to bring appropriate reading and/or study materials. They may not sleep.

Parents are notified of a Friday Study by an IHMS employee, usually by phone. Students are expected to arrive and/or to be picked up on time.

Friday Study is held Fridays between 2:50 PM - 3:50 PM. Sports or other extra-curricular activities are not valid reasons for absence. If for some valid reason the student cannot serve the Friday Study on the assigned date, parents are asked to contact the Assistant Principal prior to the date of the Friday Study.

In-School Suspension

This is a student assignment to a supervised study area for the entire school day. Parents are notified of an in-school suspension by phone as well as by a letter sent through regular US mail.

Students serve in-school suspensions at the IHMS between 8:00 AM - 2:45 PM. Sports or other extra-curricular activities are not valid reasons for absence for any part of the day. A parent or guardian must explain any absence or failure to attend an in-school suspension on the following school day. This suspension runs through the lunch period.

Students are to bring appropriate reading and/or study materials. Students may read, study, work with a specialist, or engage in activities (books, videos, counseling) regarding self-esteem and appropriate behavior. They may not sleep. Work to be completed by students is assigned by classroom teachers.

Out-of-School Suspension

An out-of-school suspension is the denial of participation in school* for ten (10) school days or less. In most cases, the principal will suspend and the Superintendent, acting as the designee of the Board of Education, or any other Board designee, will hear any appeal of the suspension. (*The phrase "denial of participation in school" as used here and under the definition of expulsion includes denial of participation in a curricular and/or extra-curricular activity or activities and denial of the right to be present on school property.)

Prior to suspension the principal, or his/her designee, will:

- 1) Inform the student of the potential suspension and the reasons for the proposed action.
- 2) Provide the student an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
- 3) Attempt to notify parents or guardians by telephone if a suspension is issued.

Notice of this suspension will be sent to the Superintendent, Treasurer, and will be placed in the student's school record (not for inclusion in the permanent record).

Suspensions may be appealed to the Superintendent as the designee of the Board of Education or to any other Board designee. Within 24 hours of the suspension, the principal will give written notice to the student and his/her parent or guardian and to the Clerk/Treasurer of the Board of Education. The notice will include the reasons for suspension and will notify the student and parent or guardian of the right to appeal to the Superintendent or other Board designee (or building principal), to be represented in the appeal, and to be granted a hearing before the Superintendent to be heard against the suspension.

If an appeal before the Superintendent or other Board designee (or building principal) is requested, the Superintendent or other designee will make a verbatim record of the hearing, in conformity with Ohio law. The Superintendent or other designee may affirm the suspension decision or may reinstate the student or otherwise reverse, vacate or modify the suspension decision. A student may be denied the privilege of receiving credit for completion of missed schoolwork.

Expulsion

An expulsion is the denial of participation in school for more than ten (10) school days. Only the Superintendent may expel a student.

The Superintendent will give the student, the parent or guardian, and the Clerk/Treasurer of the Board of Education written notice of the intention to expel and of the right to a hearing. The notice will include the reasons for the intended expulsion and notice of the opportunity of the student and parent and representative to appear before the Superintendent or his designee to challenge the reason(s) for the intended expulsion or otherwise explain the student's action, and notification of the time and place to appear.

Within 24 hours of the expulsion, the Superintendent will give written notice to the parent or guardian of the student and to the Clerk/Treasurer of the Board of Education. The notice will include the right of the student or parent or guardian to appeal to the Board of Education, to be represented in the appeal and to be granted a hearing before the Board to be heard against the expulsion and to request that the Board hear the appeal in an executive session.

The Board shall act upon the expulsion only at a public meeting and will make verbatim record of the hearing in conformity with Ohio law.

By a majority vote of its full membership, the Board may affirm the expulsion decision or may reinstate the student or otherwise reverse, vacate or modify the expulsion decision.

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent, or the principal, may remove a pupil from curricular or extra-curricular activities under his/her supervision. As soon as practicable after making such removal, the teacher shall submit in writing to the principal the reason(s) for such removal.

If the removal is for more than 24 hours, a due process hearing must be held within 72 hours after removal is ordered. The person(s) who ordered the removal must be at the hearing.

Unless it is probable that the student may be subject to expulsion, the procedures for suspension outlined above should be followed. If it is probable that the student may be subject to expulsion, the procedures for expulsion described above will be followed, except that the hearing shall be within 72 hours of the initial removal.

If the principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reason for the action. The teacher cannot refuse to reinstate a student.

SITUATIONS WHERE NOTICE AND HEARING PROCEDURES ARE NOT REQUIRED

In the following situations, notice and hearing procedures are not required by law:

1. Where the student is removed for less than 24 hours and is not subject to suspension or expulsion.
2. Where the student is suspended or removed solely from extra-curricular activities.

Guideline for Resolution of Student Related Problems

In order to facilitate the handling of parent concerns, the following guidelines should be followed when attempting to resolve problems regarding students, teachers, or any situation, which may involve school personnel.

1. If a problem occurs in a classroom, parents should contact the teacher in charge of that particular class and arrange a parent-teacher conference to discuss the situation of concern. Counselors are available for assistance with parent-teacher conferences and when appropriate, students may be included in conferences as well.
2. If a problem is not resolved with a classroom teacher, parents may contact the building administrator.
3. If the problem is not resolved with the building administrator, the problem should be referred to the Superintendent of Schools.

Student Dress and Grooming

The primary purpose of Indian Hill Schools is education, and all matters of dress and grooming must be weighed against that single objective. To that end, students should avoid styles of dress and grooming (including hair styling and make-up) which are bizarre and flamboyant, distract attention from the orderly pursuit of knowledge, disrupt the educational process, or constitute a threat to the individual safety or the safety of the group.

In addition, students are expected to maintain high standards of personal cleanliness and hygiene by making sure that they are neither offensive to others nor a threat to the health of the school community.

The administration may allow modifications to the dress code on special occasions or for special events. The administration reserves the right to enforce any or all of the following guidelines at school-sponsored events that occur on-campus, off-campus or outside of the regular school day. The administration will make final judgment on the appropriateness of any mode of student dress.

The following are guidelines to be adhered to:

- Students must wear shoes to school and to class. Shoes with wheels (i.e. "Heelys") are not permitted.
- Students must wear clothing that is clean and not ripped or torn. Clothing that shows a student's skin or undergarments through openings in the clothing is not permitted.
- Students must wear shorts or skirts that reach below the length of the fingertips when the student's arms are extended straight down at their side. Pants that drag the floor or have unnecessary attachments are not permitted.
- Students must wear shirts with sleeves that cover their shoulder. Shirts must be long enough to tuck in and cover the midriff when the student's arm(s) are raised above their head (i.e. as when student's hand is raised to ask/answer a question in a classroom setting).
- Students are not permitted to wear sunglasses, coats or any item that covers the head (i.e. hats, hoods, head coverings, bandanas, sweatbands, masks, etc.) in the building during the school day.
- Students are not permitted to wear any article of clothing that is distasteful by language or sign. Clothing that displays inappropriate innuendo or "double meanings" is not permitted.
- Students are not permitted to wear clothing advertising alcohol or drugs.
- Students must wear skirts, shorts or pants at the appropriate waist level. Sheer shorts, halter tops, spaghetti straps, and midriff cut/or low cut tee shirts are also not permitted.

Clothing should be modest, not skimpy or over-revealing, and must adequately cover the shoulders, cleavage, back, midriff, and undergarments, as it is a distraction to the educational process.

A student in violation of the dress and grooming regulations may be sent home and will not be allowed to return until he or she is in compliance with the guidelines. Additional disciplinary remedies may be used if necessary to ensure appropriate student dress.

Care of District Property

The citizens of Indian Hill School District have a vested interest in the buildings, properties, grounds and equipment of their school district. Any individual found interfering with the natural and intended use of school property and grounds shall be held responsible for the correction, the monetary replacement or any other redress deemed necessary.

Rules/Guidelines for Common Building Areas and Transportation

Students are expected to follow the classroom rules established by each of their individual classroom teachers. In addition to these, students are expected to follow rules established for common building areas to promote an environment that is safe, orderly and conducive to learning. Students are also to follow the District Transportation Guidelines.

Assembly Guidelines

Assemblies and meetings are held throughout the school year for the benefit of the student body. It is expected that any student attending a special program or meeting in the auditorium (or any other room of the school) will observe the following rules:

1. Courtesy and respect should be shown at all times to those on the stage. Audience members are expected to sit appropriately.
2. Applause should be used to show appreciation. Whistling, shouting, and stomping feet are not appropriate.
3. Everyone is to remain seated until the end of an assembly program unless there is an emergency. It is rude to those on stage as well as to the rest of the audience to leave during a program.

Cafeteria/Recess Guidelines

The cafeteria is an area of the school building, which must have a set of procedures in order to function efficiently and operate smoothly. Rules and regulations for the lunch period are as follows:

1. No running to cafeteria or to recess. No running when returning from lunch or recess to another area on campus.
2. No food or drink should leave the cafeteria.
3. Please use your own 6 digit ID number when going through lunch line.
4. No "saving" of seats at lunch.
5. Please remain in your seat unless you are purchasing food, cleaning up your surrounding area, or throwing away garbage.
6. Students may not leave the cafeteria unless they have permission from a cafeteria supervisor or unless they bring a pass from a faculty member.
7. Students should check the area (table/ground/chair) around where they were sitting and dispose of all personal trash and or food before leaving the cafeteria. Students should also return their tray to the established location when finished.
8. No more than seven students are allowed at any one table during lunch. Students must be seated in a chair and students are not permitted to share chairs with another student. If a student removes a chair from another table, that student should return the chair to its original location prior to leaving.
9. Use "inside voice" in cafeteria; no screaming or loud singing.
10. Recess will begin 15 minutes after the start of lunch; recess is a privilege that must be earned on a daily basis by exhibiting proper behavior in the lunchroom.
11. Students should not proceed to recess until they are given permission by cafeteria supervisor(s).

12. Do not misuse playground equipment (i.e. throw balls at each other, kick/throw balls towards building, hit others with jump ropes, etc).
13. Stay out of landscaping and away from building; students should enjoy recess on the blacktop and in grassy area next to gymnasium.
14. Students should not engage in any activity at recess that entails excessive physical contact that could result in injury. For safety reasons, the playing of football is not permitted during indoor recess.
15. Students should not enter the driveway alongside the gym heading back to the maintenance area.
16. Students should not enter the driveway where vehicles enter the board parking lot.
17. Students should remain in plain sight of the adult(s) monitoring recess at all times.

IHMS PTO Party in the Middle Guidelines

1. Party in the Middle is organized and run through the PTO.
2. You must be a student of Indian Hill Middle School to attend.
3. All students must check in and remain until the end.
4. Students are to speak courteously to the adults and comply with their requests. Rude or offensive behavior will be dealt with appropriately. Students will be asked to leave or will be prohibited from attending in the future for behavior that is inappropriate or compromises the safety of others.
5. With the exception of the rule prohibiting hats, appropriate dress is required as stated in the Student-Parent Handbook. The rule prohibiting hats may still be enforced if deemed necessary by an adult.
6. Dancing must be within reason. There is to be no moshing, no chain dancing, no lifting each other off the ground, and no sexually suggestive dancing.
7. No food or drink is allowed outside of the designated areas. No food should be brought into the event without receiving permission from a building administrator in advance.
8. Students must respect all property. Games and equipment belong to you. Your Party in the Middle dues directly support the purchase, maintenance, and repair of all.
9. The Indian Hill Code of Conduct as listed in the Student-Parent Handbook will be enforced.

Internet/Network Acceptable Use Policy

Technology is used by the students of the Indian Hill School District for the purpose of supporting and enriching their educational experience. The use of technology resources within the district or on district property is a *privilege*, not a right. Along with that privilege comes the responsibility to utilize it in a responsible manner. Each student is responsible for the guidelines presented in this Acceptable Use Policy (AUP) when on school property or at school events, regardless of its ownership, or if using district-owned technology off campus. The administration, faculty and staff may request to deny, revoke or suspend specific user accounts or privileges at any time.

Use Guidelines

- Computers and related equipment should only be used for activities related to academics. Usage not related to school work is strictly prohibited in class unless otherwise directed.
- During class, web usage and searches must be related to approved school research or class work.
- Students may only use storage devices (e.g. flash drives) for the purpose of archiving assignments and utilizing data in conjunction with school-related assignments/activities.
- Students must comply with copyright laws. The duplication of copyrighted programs is prohibited. The utilization, installation or storage of non-school owned programs and the duplication of copyrighted programs on school-based equipment is also prohibited.
- Students may only gain access to IH network resources with their assigned user name and password.
- The sharing/use of network names and passwords is strictly prohibited. Students are responsible for their own network accounts and will be held accountable for any act or rule violation involving that account. There will be **no** excuse that someone else had access to that account.

- Students must always log out of the computer network upon completion of their work or leaving the computer area. A computer to which a student has logged on should never be left unattended.
- Students may only operate on-site IH computers or network using established school interfaces. Access to operating and file systems, including commands and utilities, on school-based systems is prohibited unless it is in conjunction with an assigned class activity supervised by a teacher.
- Students on-site should access the internet only through the Indian Hill network or through their own personal cell phones. Multi-user device features, like cellular mobile hotspots, are strictly forbidden on campus, as well as filter or proxy bypass apps or add-ins.
- Students may not access or tamper with system, administrative, teacher, staff or other students' accounts or files.
- Electronic communications at school may be used for academic purposes only (i.e. for projects, class needs, communication with teachers). During class, all other forms of online and social messaging are prohibited, including email, chat, discussion forums or communication systems of any type unless specifically assigned by a teacher.

The following uses of the Internet/network are **not** permitted:

- Accessing any area of cyberspace that would be considered inappropriate or offensive in accordance with the school's code of conduct
- Using any forms of obscene, harassing or abusive language on-line
- Publicizing other's or your personal information to unknown Internet users
- Creating or copying a computer virus onto the network or any district machine or hardware device
- Attempting to bypass internet filtering, virus/spyware protection or other workstation/network restrictions
- Using the network for commercial or financial gain
- Degrading, vandalizing or disrupting equipment or system performance
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data
- Wasting technology resources, including bandwidth, file space and printers
- Gaining unauthorized access to resources or entities
- Posting personal communication without author consent
- Using another's identity in any form
- Web publishing or communication in any form that is inconsistent with the school's code of conduct

Misuse can come in many forms, but can be viewed as any activity or communication that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language and other issues described above. Any action by a student deemed by their classroom teacher or a system administrator to constitute an inappropriate use of technology at Indian Hill Exempted Village Schools or to improperly restrict or inhibit others from using and enjoying the network is a violation of this AUP.

Be aware that network usage is not guaranteed to be private. School faculty and administrators do have access to your files and information regarding your activities on the network. Messages and activities relating to or in support of illegal activity will be reported to the authorities. Access to the Internet through the district's facilities is provided solely for academic purposes and should be used accordingly.

Failure to comply with any rule stated above will result in disciplinary action. Inappropriate activities on any technology system at school fall under the school code of conduct and students may be subject to additional discipline. Violating the AUP may also result in legal actions including, but not limited to, criminal prosecution under appropriate state and federal laws.

PERSONAL TECHNOLOGY USE AT INDIAN HILL SCHOOLS

Technology is part of our daily lives and will continue to be so personally and professionally as our students move beyond our walls. In order to properly prepare them for their future, and to take advantage of the many positive educational benefits of technology in the hands of students, Indian Hill High School has engaged in a “bring your own technology” (BYOT) initiative called iTech. Subsequently, students are encouraged to bring their own technology devices to each class. Students who cannot bring their own equipment for whatever reasons will be expected to utilize the school’s technology for their instructional needs.

Definitions:

BYOT – any privately owned wireless device, preferably a netbook, laptop or full windows tablet, brought to school by the student that can be used for office and educational applications, internet access, information exchange and storage, and content creation. We presume these devices to be parent-approved.

Internet access – connection to the school’s guest network should be the primary source for internet access (although we recognize that students may also be carrying personal cellular devices that have access as well, as approved by their parents). Personal multi-user internet connective devices, such as “mobile hotspots”, are not permitted to be used on campus. Also, use of unauthorized, random networks that might appear in proximity is strictly prohibited.

Security and Damages – The security, care and handling of a personal device is the sole responsibility of the person bringing in the device. Theft or damage of devices will be handled by the school similarly to any other personal item. It is recommended that students mark their own machines to identify them, and use protective cases to prevent casual damage. Students are encouraged to register their device with the school online to assist recovery if a system is misplaced, but the school assumes no responsibility for its recovery or care.

Borrowing – students may borrow a computer from the library for any reason in order to participate with educational activities in the classroom in the event they are without a device or their device is not functional. It is understood that these devices may NOT be taken home. Any borrowed device must be returned by the end of the school day.

Agreement

Technology is used by Indian Hill students for the purpose of supporting and enriching their educational experience. The use of technology resources within the District is a privilege. Abuse or violation of this privilege will result in consequences being applied in accordance with the school’s code of conduct. It is expected that all students will adhere to the District’s acceptable use policy as well as the student code of conduct and other board policies. Furthermore, the student also agrees to the following conditions:

1. The student takes responsibility for his/her own device. The school is in no way responsible for the care, maintenance and security of student-owned devices.
2. The student agrees to install required software to allow teachers to interact with and monitor their device during classes.
3. The student agrees to install free apps as required by the teacher for classwork.
4. Technology, and particularly cell phones, should be in silent mode while on campus and riding school buses (and ear buds should be removed when exiting buses and while in class unless otherwise indicated).
5. All technology must be used responsibly and in accordance with the District’s code of conduct and acceptable use policy.
6. While onsite in classes, students should use their technology for class-related work unless otherwise instructed.
7. The student will comply with teachers’ request to shut down, put away or close the screen of any device.
8. The District’s network filters will be applied to internet access through the school, and students will not attempt to bypass or override the filter.
9. Students will only use the District’s provided internet access or their own personal cellular device for internet access. Accessing random networks in proximity or using multi-user/mobile hotspots is strictly prohibited.

10. Virus and spyware programs should be active and maintained on all student-owned computers. Bringing an infected device on campus is in violation of our acceptable use policy.
11. Hacking, altering or bypassing network security policies is a strict violation of our acceptable use policy and will result in immediate disciplinary action.
12. The school has the right to collect and examine any device suspected of abuse or that is suspected of causing problems or was a source of an attack or virus infections. Changes recommended to correct the situation must be followed for the system to be allowed to be active again.
13. Printing from personal technology devices is not supported in the District and may simply not be possible.
14. Any technology borrowed from the school must be returned by the end of the school day in the same condition it was in when borrowed. Any problems encountered with the equipment must be reported immediately.

In order to use my technology on campus at Indian Hill Schools, I understand and will abide by the above agreement as well as the acceptable use policy, student code of conduct and other related board policies. I further understand that any violation is unethical and may result in loss of privileges as well as other disciplinary action.

Policy on Sexual Misconduct/Harassment

Sexual harassment may include, but is not limited to, verbal harassment or abuse, pressure for sexual activity, remarks with sexual or demeaning implications, unwelcome touching or suggesting and/or demanding sexual involvement accompanied by implied or explicit threats. Other types of harassment may include: intimidation; creating a hostile environment or situation for others; using language, conduct or symbols in a manner commonly understood to convey hatred, contempt or prejudice; or deliberately insulting or stigmatizing an individual. Any form of harassment will not be tolerated. Students who are subject to harassment should report any incident immediately to the principal, assistant principal, or a guidance counselor. Students observed harassing another person should be reported to the principal, assistant principal, or a guidance counselor by the observer.

Sporting Events

Middle School students attending athletic events on school grounds are expected to display behavior that reflects good sportsmanship, respect for authority and respect for school property. Middle School students are expected to attend the sporting event they have come to watch rather than roam school grounds unsupervised. Middle School students leaving a sporting event before its conclusion will be expected to leave school grounds or be under the supervision of their parents or guardians.

Middle School students attending Indian Hill High School football games are to remain within the stadium gates during home football games. Students are to remain inside the stadium facility for the duration of the game in order to discourage unsupervised student activities on the practice field and throughout school grounds. Students leaving the stadium area before the conclusion of the game will be expected to leave school grounds. Parents' and students' support of this guideline will help provide a safer environment in which all can enjoy the football season.

Transportation Guidelines and Discipline Plan

Safety is our concern. Therefore, we must enforce bus rules written and developed by the Ohio Department of Education and adopted as policy by the Indian Hill Board of Education. Students receive annual notification of behavior expectations on their bus pass. Student cooperation is vital to help us achieve our goal of providing safe transportation. Instances of unacceptable behavior and their consequence(s) are listed below:

UNACCEPTABLE BEHAVIOR

1. Failure to follow directions
2. Out of seat
3. Eating/drinking/chewing gum
4. Throwing objects on, from, or into the bus

5. Tripping/shoving/unnecessary body contact
6. Hitting/striking (horseplay)
7. Arm/hand/head out of window
8. Loud talk/boisterous conduct
9. Profane/inappropriate language
10. Improper crossing

CONSEQUENCES:

1st offense: discipline report - letter to parents - school principal notified

2nd offense: discipline report - letter to parents - school principal notified

3rd offense: one (1) day suspension - letter to parents-school principal notified

4th offense: three (3) day suspension - letter to parents - school principal notified

5th offense: five (5) day suspension - letter to parents - school principal notified

6th offense: ten (10) day suspension - letter to parents - school principal notified

UNACCEPTABLE BEHAVIOR - AUTOMATIC SUSPENSION

1. Drugs/Alcohol/Tobacco - possession/ use of
2. Ignitable material - possession/use of
3. Weapons - possession/use of
4. Fighting/Striking - (delivering a blow causing pain/discomfort to another or delivered in anger.)
5. Destruction of school property

CONSEQUENCES:

Automatic suspension - discipline report - contact building principal as needed to concur on intended disciplinary action - letter to parents advising suspension.

This list is not all inclusive. Instances of unacceptable behavior will be dealt with on an individual basis. Suspension will be based on severity of unacceptable behavior and current discipline record of student.

SERVICES FOR STUDENTS

Cafeteria

A student may choose to bring his/her lunch or purchase meals in the school cafeteria. All food and beverages are to be consumed in the Middle School/High School cafeteria.

There is a wide variety of food from which to select. "Meal Deal" lunches (listed on the Middle School Web site) are available at \$3.45, \$3.70, and \$4.50 [each price option includes milk (\$.65 per carton when bought individually) or a beverage]. Many a la carte items are also available for purchase. Please communicate any suggestions regarding cafeteria operations to the ARAMARK Food Service Director at 272-4605.

Free or reduced cost lunches are available to students who qualify based on total household income and the number of family members in the household. Confidential application forms are sent all students' homes; additional forms are available in the office. Applications may be filed or amended any time during the school year as financial situations change.

Students are not permitted to leave the school building during the school day, including the lunch period, nor are they permitted to have lunch delivered from a restaurant or establishment without permission from school personnel. Parents may bring food into the cafeteria for their child but not for others. When finished with their meal, students are to dispose of their own trash and may continue to the recess area or, with a written pass, to an academic area or the Media Center. **THE ADMINISTRATION RESERVES THE RIGHT TO EXCLUDE ANY VISITOR FROM THE CAFETERIA.**

Clinic

If students become ill or need emergency first aid, they need to get a pass from their teacher to go to the Middle School Health Specialist's office. The Health Specialist will contact the parent or guardian if the illness warrants parent awareness or if the child needs to go home. (Please see the section on Student Health and Safety regarding the importance of Emergency Medical Authorization Forms, medication administration policy for students requiring medication at school, etc.)

Guidelines for sending ill children to school

In order for your child to be available for learning and to control communicable disease in school, it is very important for you to keep your child at home when he or she displays any of the following:

- a temperature of 100 degrees or more. Children must be fever free (without medication) for 24 hours before returning to school.
- a diagnosed Strep infection. Your child should be on antibiotics for 24 hours before returning to school after a positive Strep diagnosis.
- vomiting or diarrhea. Your child should not return to school until they have been free of these symptoms for 24 hours.
- red, swollen eyes that itch and are draining pus. If your child is diagnosed with Conjunctivitis (pink eye) they must be treated with antibiotic eye drops for 24 hours before returning to school.

Measles, Mumps and Rubella (MMR) Immunization - Ohio State law requires all incoming seventh grade students submit proof of receiving a second MMR immunization. You can do this by providing the nurse or health specialist with the date the immunization was given. If you are unsure whether your child has received this immunization or the date received, please contact your child's doctor. *Failure to comply with this law is cause for exclusion from school attendance.*

Scoliosis Screening will be done on all sixth, seventh and eighth grade students unless declined by the parent.

Vision and Hearing Screening will be done on all sixth grade students during the spring. If your child is not present during the screenings he or she will have their screening done during the first month of the next school year.

FOOD ALLERGIES

Food allergies can be life threatening. The foods most likely to cause an allergic reaction are peanuts, tree nuts, dairy products, eggs, soy, wheat, fish, and shellfish. To help reduce the risk of accidental exposure to these foods we ask that you follow these guidelines:

- Student/family created impromptu celebrations using food are not permitted without prior written approval of the principal
- All school sponsored activities that include use of food and/or instructional use of food in the classroom must be preapproved by the building principal
- If a student has a food allergy, the parent must inform the school at the beginning of each school year using the Emergency Medical Authorization Form (located in eForms) Please call the school nurse/health specialist prior to the first day of school to discuss specific food allergies.
- If an Epinephrine auto injector has been prescribed, please make sure one is available at school.
- Students should work with their parents and health professionals to learn ways to manage the allergy at school.
- Students with allergies should only eat snacks that they bring from home.

Food Allergy Management Plan

The purpose of this plan is to maintain a safe environment for students with food allergies and to support parents regarding food allergy management. In order to implement this Plan, the administrative team (Superintendent, Assistant Superintendent, Director of Pupil Services, and building principals) developed a food allergy plan in conjunction with parents, the school district nurse, school health specialists, school employees, school volunteers, students, and community members.

The plan includes, but is not limited to, school-wide training programs regarding food allergy education, strategies to identify students with life-threatening food allergies, avoidance measures, emergency procedures, typical symptoms, and dosing instructions for medications when needed. The Plan also identifies responsibilities for school staff including administration, health specialists, teachers, transportation, coaches and club advisors, parents, and students with food allergies.

Parents and volunteers need to be aware of this revised plan because of the impact of the food expectations in the classroom. Staff, students and parents in our District will be asked to adhere to the following expectations when using food items in the schools.

1. Snacks: Students in grades 9-12 will be permitted to have snacks. Snacks may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Snacks should be provided by parents. Staff should not provide classroom snacks for students. Staff will share allergen awareness facts with students as necessary.
2. Celebrations: If parents wish to have a food item for their own child, it must be consumed in the cafeteria during the student's regularly scheduled lunch time. Students in grades 6-12 will not have birthday celebrations at school.
3. Parties: The classroom teacher will communicate with the parents of food allergy students and health specialist prior to approving the food/beverage items. Food may need to be restricted in some areas to ensure the safety of students with allergens or other chronic health issues. Students in grades 6-12 will not have holiday parties at school. Student created/impromptu parties or celebrations serving food are not permitted without the approval of the building principal(s).

4. Incentives/Rewards: Staff members are not permitted to use food for incentives or rewards. Items that provide positive reinforcement such as stickers, praise, encouragement, and other creative strategies should continue to be used by staff. Individual student behavior plans may indicate that food be offered as a reinforcement if other interventions are documented as not working, however, those foods must be allergen free in accordance with classroom lists.
5. Instructional Food Use: Instructional use of food in the classroom must be preapproved by the building principal through the use of an Indian Hill Curriculum Form in grades K-12. The form should be completed whenever food is used in the classroom whether for ingestion or activity use. Submission of the form must occur no less than one week before the activity/event is to take place. Cooking of food for classroom activities should only take place in approved cooking areas.
6. School-Sponsored Activities: School-sponsored activities that occur during the school day and include food must be preapproved by the building principal through the use of an Activity Form in grades K-12. The form should be completed by the lead contact person (i.e., PTO, club advisor, counselor, teacher, etc.) whenever food is used for ingestion or activity use. The form must be submitted no less than one week before the activity/event is to take place or planning is to begin. In addition, tables that are nut-free should be encouraged and identified.
7. Lunch in the classroom: Staff may continue to eat lunch in his/her classroom, or have students eat lunch in the classroom. Precautions should be taken to ensure areas are clean of allergens to avoid cross-contamination.

We want you to keep in mind that this Plan has been established to reduce the risk of accidental exposure to allergens. The actions detailed in this plan will not completely eliminate the risk of an exposure; therefore students should frequently be reminded to advocate for themselves and use preventative measures to avoid allergens. If you have any questions, please contact the administration or school health specialist.

If an Epi-pen has been prescribed for your child please make sure one is available at school. Educate your child about managing his/her allergy at school. Instruct your child to only eat snacks that he/she brings from home.

Delivery of Messages and Items

Messages and deliveries from home are relayed through the main office. It is appreciated if such requests are kept to a minimum in order to minimize disruption to the instructional process. As such, families are asked to arrange all family business before the student leaves for school. Parents are strongly discouraged from delivering lunch to students from outside restaurants during school hours.

Guidance Services

Indian Hill Middle School has two guidance counselors. Guidance services available include:

- **Personal Guidance** — Individual counseling is provided to help students better understand themselves, their feelings, and their problems. Counselors can provide information regarding personal and social concerns, including getting along with other students and one's parents, adjusting to a new school setting, and accepting responsibility for one's actions and choices.
- **Academic Guidance** — Counselors can aid students in their present courses as well as assist students in planning their schedules for the following year. They can interpret pupil appraisals and records and provide information about education and career options. They can provide placement service to assist students in making effective transitions from one level of education to another.
- **Group Counseling** — As situations arise involving students and their peer groups, counseling sessions are available to help students understand essential information. Topics center on academic, social, and home concerns that students may have. Groups that have met in the past have focused on topics including divorce, study skills, self-esteem, social skills and alcoholic concerns. Parent permission is required for participation in any group counseling.

- Parent or Concerned Adult Conferences — At any time during the year, individual conferences may be held with parents or concerned adults to discuss ways of helping with any problems or concerns parents or students might have. Counselors may be able to help parents learn about their child's growth and development and appreciate their child's abilities. These conferences facilitate the family sharing, with the school, the responsibility for educating their children.

Any student or parent needing to meet with a counselor should schedule an appointment with the counselor.

A school psychologist is available to Middle School students and their families. Among the various responsibilities of the school psychologist are assisting in the development of IEP's (Individual Education Plans) individual testing, counseling, and teacher and parent consultation.

There is also an intervention specialist who is experienced in coordinating the use of available school and community resources, as needed, to assist any students in need.

Lockers

For the school year, each student is assigned a specific locker with a built-in combination lock. The locker is to be maintained by the student throughout the year, and he/she is responsible for any damages. **Students are not to share their locker or the combination and should carefully check to see that the locker is locked after each use.** No objects should be placed within the locking mechanism of the locker to keep the locker ajar in an attempt to avoid having to enter the combination. The only items that should be placed in school lockers are school books or supplies, lunches, weather related apparel, and personal items that are needed for school activities. Lockers must be cleaned out by students before the end of the school year.

The Board of Education or its designees reserves the right to search the lockers, person and personal property of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety and in the supervision and education of students. IT SHOULD BE UNDERSTOOD THAT THE LOCKERS REMAIN THE PROPERTY OF THE INDIAN HILL SCHOOL DISTRICT AND, BY ORDER OF THE PRINCIPAL, MAY BE OPENED, UNANNOUNCED, AT ANY TIME.

Lost and Found

To protect any item from theft or loss, it is very important for students to take care of their own supplies, textbooks, and personal items. Please clearly label all personal belongings, including gym clothes, calculators, book bags, etc.

Items found in school buildings or on school grounds should be turned in to the office. If something is missing, please inquire immediately in the office. Unclaimed items are donated to charity at the end of each month.

Media Center

The Media Center opens each school day at 7:50 AM and closes at 3:00 PM (unless pre-approved by a teacher, specialist, counselor, administrator, or other school official).

To meet both the needs of the curriculum and the individual differences of the learners, a broad range of materials are available in the Media Center, including books, periodicals, newspapers, and non-print resources. A photocopying machine is available for student use at ten cents a copy.

Students will receive a student ID card with a photo and bar code and are encouraged to present their card whenever they check out materials. If students lose their card, they may receive a new card.

Students may borrow up to five items at a time. Regular books circulate for two weeks and may be renewed twice. Back issues of magazines circulate for one week. The Media Center charges a fine of \$.05 per school day for overdue items. Reference books may go out at any time but are due back by the end of school the next school day. The fine for late reference books is \$.50 per school day.

Telephones

The telephone in the Middle School office is to be used by parents and visitors to the school. Students may use the telephone for emergency calls only. Parents are encouraged to finalize plans with their students before school in the morning. Students will not be permitted to use the telephone to conduct social activities after school; they will, however, be permitted to make a call if it relates to school business or to medical appointments. Students' cell phones are to be OFF and LEFT IN THEIR LOCKER throughout the duration of the school day unless given expressed permission by an IHMS employee.

Student Planbooks

All students will receive a planbook. The daily planner will provide space for students to write down all homework assignments, long-term projects, and upcoming tests. It will also include a Hall Pass section that will be used when students need to be excused from class. The planner should be carried at all times. If a student loses their planbook, they will need to purchase a new planner from the office. Cost will be \$6.00.

Transportation to and from School

The Indian Hill Board of Education provides transportation for students according to the rules and regulations of the State of Ohio. All schedules, routes, and stops are under the direction of the transportation supervisor. Any questions about transportation of pupils to and from our school can be answered by calling the IH Transportation Department at 272-4531.

A bus schedule and a bus pass will be included in each student's August mailing. Families are asked to read together the responsibilities of students, rules for bus riders and student behavior policy found on the back of the bus pass. Students are to ride their regularly assigned bus and unload at the designated stop.

Students driven to or from school may be dropped off or picked up in the area near the Middle School gym. Students should not be dropped off or picked up in the rear of the building where the buses load and unload students.

Students being picked up from school at the end of the day should meet their transportation in the front of the building near the basketball hoops. Students should not be picked up in the center of the lot that is used for recess or in the board parking lot.

Student Alternative Transportation Guidelines

Any variation in transportation from a student's established home stop to school and back to point of origin shall be known as alternative transportation. To request alternative transportation, a signed waiver must be on file with the Indian Hill School District. This form will be available to parents in the August. Please complete and submit this form to school promptly if alternative transportation may be requested at any time throughout the school year.

Short-term alternative transportation is a temporary change and may be requested by the parent or guardian by submitting the completed "Short Term Alternative Transportation Request Form" to the school office, (example, but not limited to, visiting with a friend, staying at another home while parents are out of town). In order for the school to have sufficient time to process the forms, they must reach the office two (2) school days before the requested change.

Long-term alternative transportation is an anticipated permanent change and may be requested by the parent or guardian by submitting the completed "Long Term Alternative Transportation Request Form" to the Transportation Department, (example, weekly choir or music lesson scheduled at a residence other than home, child care arrangements). Please allow up to one week for the Transportation Department to consider your request.

Short-term and long-term alternative transportation requests will be processed on a first-come, first-served basis and should be considered a privilege. Requests will be granted where available seating can be assured. Please contact the school or the Transportation Department (272-4531) if you need further information or forms.

Whenever an emergency arises which requires a change in transportation, the school will do all it can to assist the family with needed changes. Requests in emergencies should be made directly to the Transportation Department (272-4531).

PARENT COMMUNICATION AND SUPPORT

- * *Parent-Teacher Organization* - Meeting dates and times are on the school calendar, on-line on the PTO link, or by calling the PTO President. Please support the PTO by becoming a member of and participating in PTO sponsored activities. PTO provides many opportunities to improve the school and enhance the education of all Middle School students. The PTO also sponsors parenting education with the Parent to Parent sessions. Parent to Parent educates and trains parents on how to give their children safe passage into adulthood. Parents have the power. Research shows that as a parent, you are the biggest influence on whether or not your child drinks alcohol or takes drugs. Parent to Parent teaches improved communication between you and your child and gives you the tools you need to stand in the way of your kids and today's toxic culture.
- * *Indian Hill Boosters* - The Indian Hill Boosters supports the entire school district in all avenues of extracurricular activities. Funding is derived from an annual membership drive as well as from the yearly Antiques Fair, the Pow Wow production, and the sale of our Braves' Line. The Middle School uses some of these funds for playground equipment, athletic programs and awards, cheerleading uniforms and awards, and other extra-curricular needs.
- * *Board of Education Meetings* - The Board of Education generally meets on the second Tuesday of each month in the Indian Hill High School Multi-Purpose Room at 7:00 PM. Please consult the District calendar for exceptions.

SERVICES FOR FAMILIES

Indian Hill School District Calendar - Each family with a student enrolled in an Indian Hill School is entitled to a free District calendar. It is given to the youngest student in the family at the start of the school year. Additional copies may be purchased in the Board Office for \$3.75. The calendar lists a variety of academic and extra-curricular activities, Board of Education and PTO meetings, testing dates, etc.

Parent Teacher Conferences - Regularly scheduled parent-teacher conferences for all middle school grades will be held in the fall. Please consult the District calendar and watch for informational handouts to be sent home with all students. Parent-teacher conferences may be arranged at any time throughout the rest of the year by calling your child's team of teachers.

INSTRUCTIONAL PROGRAM

Course Offerings

Virtually all students are offered classes in English, Math, Science, and Social Studies. For sixth grade students, Encore options include Art, Foreign Language (Latin, French, or Spanish), General Music, Teen Leadership, Performing Arts (such as Choir, Band, or Orchestra), and Physical Education. Seventh and eighth grade students will have yearlong experiences in the elective of their choice (Art, Band, Foreign Language, Orchestra, or Choir). Students may also take semester courses in Physical Education, Information Technology, Health, Yearbook (8th Grade Only), Navig8tors (8th Grade Only), Introduction to Outdoor Education (8th Grade Only), Fitness, multiple Art Electives, and Discovery (Gifted Qualification Necessary).

CURRICULUM - RELATED INFORMATION

Homework

Homework is both desirable and necessary at the middle school level. The purposes served by homework include the following:

- To encourage students to study on their own.
- To learn new skills through drill.
- To reinforce class work by review.
- To introduce new work as a prerequisite for discussion.
- To broaden and enrich each student's reading.
- To aid in establishing good study skills and good study habits.

The guidelines in assigning homework at Indian Hill Middle School include the following:

1. Ten minutes of academic class periods may be devoted to supervised study when the classroom teachers believe such to be desirable and/or needed.

2. Students are taught how to study in the subject areas and are monitored to see that good study habits are formed.
3. Assigned homework is evaluated.
4. Homework assignments are given consistently.
5. Homework assignments are kept to a minimum over weekends.
6. Sixth grade assignments may range from approximately 10 to 20 minutes per academic subject area.
7. Seventh grade assignments are approximately 15 to 20 minutes per academic subject area.
8. For a natural progression of homework and as a prelude for high school homework, eighth grade homework assignments are approximately 20 to 30 minutes per academic subject for a total of 1.5 to 2.5 hours per evening.
9. In addition to regular homework assignments, homework assignments by topics or by “blocks” may be given. These assignments may cover from one to three weeks and are helpful in teaching students how to effectively plan and manage time in completing a project. This type of assignment begins the practice of having the student be responsible for completing longer term assignments.
10. Homework is not regularly assigned in performing arts classes and quarter classes. However, students will be expected to have assignments on an irregular basis in these areas. In addition, band members will be expected to practice on a regular basis.

It is emphasized that these are homework practices in general. Teachers will strive to follow the policy outlined above. However, a degree of flexibility is necessary in actual practice to assure that homework provides maximum benefit to all students.

Homework Plan

All students receive a plan book. The daily planner provides space for students to write down all homework assignments, long-term projects, and upcoming tests. Teachers are responsible for posting the next day’s assignment(s) in a dedicated space in the classroom and on Blackboard.

Students are expected to record the assignments.

Student Field Trips

Field trips are considered to be an important part of the educational program of the school. The teacher in charge of the field trip must have an emergency medical form and a signed parent permission slip for each student going on the field trip.

Students are expected to comply with all school rules and bus rules during school field trips, and are expected to dress appropriately for the trip.

Students who miss class because of a field trip are expected to be prepared for all classes when they return to school. It is each student’s responsibility to check with teachers prior to the field trip to make sure all class work is ready when the student returns to school.

Study Skills

A student who studies well...

- Brings necessary materials to class each day: notebooks, paper, pens, pencils, books, planbook, etc.
- Is an active participant in the classroom: listens well, takes an active part in discussions.
- Asks questions if he or she does not understand the discussion or the material.
- Plans his or her work and schedules time for homework each day; makes sure there is an understanding of the assignment before leaving class and **WRITES THE ASSIGNMENT IN A PLANBOOK.**
- Strives to do his or her best.

The successful Indian Hill Middle School student:

- Knows that attitude is important.
- Thinks positively and works independently.
- Seeks help when all other resources have been exhausted.
- Asks questions and uses library resources.

- Knows that learning requires concentration.
- Knows that you must keep your mind on what you are doing.
- Knows that at home a definite, quiet and well-lighted place to study is required.

STUDENT EVALUATION

Grading Scale

The Middle School uses the following ten-point scale:

A+	98-100%
A	93-97%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	0-59%

*Semester and final grades will be rounded to the nearest whole number with an elevator of .5 (i.e. .5 and above rounds up; below .5 rounds down).

Academic Reports

Parents and/or legal guardians are informed of student academic status through the following reports:

- Student progress can be reviewed by parents using ProgressBook. Parents will receive notification, by mail, of their child's password. Those who desire to still receive a written progress report will need to call the guidance department.
- Report Cards - Report cards are issued to students four times each year. Only the final report card is mailed. In addition to letter grades for each student, a teacher may also report on student attitude and effort in each area. Absences and tardies for the most recent quarter are also shown.
- Standardized Testing - Standardized testing is conducted for all grades in the spring each year, and results are mailed home with the final report card.

Educational Support Services

To maximize student learning for all students, IHMS provides the following support services:

- * English as a Second or Other Language (ESOL) - ESOL offers support for students for whom English is not a first language.
- * Discovery - This is a semester class offered to qualified middle school students for enrichment purposes.

EXTRA-CURRICULAR ACTIVITIES

The Indian Hill Exempted Village School District believes that academic achievement is the most important part of the educational program. Encouraging academic excellence in the classroom and involvement in extra-curricular activities will serve to profit the student by helping him or her to develop necessary skills and attitudes for a complete life.

IHMS offers a wide range of extra-curricular opportunities, including athletics, language clubs, performing arts groups, special interest clubs, and student government. These activities are provided if there is both adequate student interest and available adult advisors. Hence, not every listed extra-curricular activity is offered every year.

A summary of the non-athletic extra-curricular activities will be distributed at the beginning of each school year. If you are interested in an activity which is not organized for the school year, please contact the principal.

Scholastic Eligibility for Athletics

Minimum academic standards have been established for students participating in athletics.

Scholastic eligibility for students shall be as follows*:

I. Weekly Eligibility

Eligibility lists will be turned in on a weekly basis beginning the second week of each quarter. Any student receiving two "F's" on the weekly eligibility list (all classes included) will be ineligible for the following week. (Monday through Sunday). Weekly eligibility is calculated on a cumulative basis during each quarter. A sanction under weekly eligibility will not exceed three contests in a week (Monday through Sunday).

Coaches will notify students of their eligibility status on a weekly basis.

II. Cumulative Grade Point Eligibility

Students participating in extra-curricular activities will be required to maintain a 2.0 cumulative grade point average (GPA). If a student's cumulative GPA falls below a 2.0, he/she will be placed on academic probation for one quarter. Students on academic probation are given one quarter to raise their cumulative GPA above 2.0. If, after the probationary period, a student's average remains below a 2.0, he/she will be ineligible on a quarterly basis until his/her cumulative GPA reaches 2.0. Appeals may be made to the assistant principal.

III. Ohio High School Athletic Association Eligibility

Students must pass at least 75% of their classes each quarter to be eligible for athletics during the next quarter.

The eligibility standards of Indian Hill Middle School shall never be less than those mandated by OHSAA.

Athletics

The role of athletics in the extra-curricular program will be to develop good citizenship, character, self-discipline, and leadership through competitive activities that further develop the specialized athletic abilities of students. These programs will both stimulate personal growth and develop role models for other students. The organized activities also promote unified spirit and pride in the school for the student body and the community.

General Information

Seventh and eighth grade students are eligible to participate in interscholastic athletics, provided they meet all other eligibility requirements. Students not selected for one sport may want to consider joining another as a way to keep fit for future tryouts. Otherwise, they as well as sixth grade students are encouraged to investigate community sports options. There is no intramural program at IHMS.

Coaches will advise athletes of the specific times for practice. Students are expected to practice.

Generally, all contests are held at 4:15 p.m. for both home and away events. Information on time commitment, practices and contests can be found on the Indian Hill Athletic Department website at www.ih.k12.oh.us/athletic

Students are expected to be in attendance for at least one-half of the school day to be eligible to participate in an athletic contest later that day.

Interscholastic Competition

The Indian Hill School District is a member of the Cincinnati Hills League which also includes the following schools: Deer Park, Finneytown, Madeira, Mariemont, Reading, Taylor and Wyoming.

Since these schools are friends as well as rivals, not only is a high degree of competition maintained, but also a high degree of sportsmanship is expected by all those involved.

Student Conduct at Co-Curricular Activities

Students shall conduct themselves within the guidelines of the student conduct code during all games and school activities, home or away. Failure to do so may result in being denied the privilege of attending any event, home or away. In addition, a student may be disciplined according to the consequences set forth in the student conduct code. The administration reserves the right to extend the consequences to include all school activities and athletic contests, depending on the situation. School rules apply to all Indian Hill District school events and activities, home or away, just as they do during the regular school day.

Athletes are spokespeople for Indian Hill when representing the school in athletic competition. Actions are viewed by family, friends, opposing fans, the local community and the media. Displaying good sportsmanship will show the most positive things about the individual athlete and Indian Hill Schools. The Indian Hill Athletic Department fully supports the "Be a Sport" program conducted by the OHSAA and will ensure compliance with the established policy which mandates a loss of participation for unsportsmanlike behavior.

Braves fans are also subject to sportsmanlike expectations. Fans are reminded that they are guests at athletic contests. As such, spectators should conduct themselves in an appropriate manner for a sporting contest among young athletes. Responsible administrators at all athletic events (home and away) reserve the right to remove a spectator from an athletic facility for inappropriate, unsportsmanlike behavior.

Interscholastic Athletic Program

Indian Hill Middle School offers opportunities for participation in the following sports:

<u>SEASON</u>	<u>SPORT</u>
FALL (Girls)	Cheerleading
FALL (Coed)	Cross Country
FALL (Boys)	Football
FALL (Coed)	Golf
FALL (Girls)	Volleyball
FALL (Girls)	Tennis
WINTER (Coed)	Swimming & Diving
WINTER (Girls)	Cheerleading
WINTER (Boys)	Basketball
WINTER (Girls)	Basketball
SPRING (Coed)	Track
SPRING (Boys)	Tennis

Excerpts from the Indian Hill Athletic Handbook for Parents and Students

Athletes will receive information pertaining to training rules, due process rights of athletes, and additional guidelines and rules from their respective coaches.

Indian Hill Athletic Code of Conduct

The Indian Hill Athletic Department guidelines were created with one goal in mind: to allow each athlete to become the best he/she is capable of being. The guidelines were formulated from the conviction that athletic achievement is enhanced by a healthy diet and healthy personal habits. Thus, the primary reason these guidelines exist is to promote the soundness of body and mind that are the very core of athletic excellence.

Expectations for Athletes

All athletics and athletes are governed by the constitution and rules of Indian Hill High School, the Cincinnati Hills League and the Ohio High School Athletic Association (OHSAA). The following outline specific expectations established by the Indian Hill Athletic Department:

1. Abide by the constitution and rules of the Ohio High School Athletic Association.
2. Demonstrate sportsmanlike conduct and show respect for teammates, competitors, coaches and officials.
3. Be present and on time for all practices, competitions and meetings.
4. Follow all training rules.
5. Follow the guidelines for student conduct as stated in the Indian Hill Student-Parent Handbook.
6. Show concern for proper care of property and equipment.
7. Be in school on the day of a contest or practice by 11:00 AM except when school is not in session.
8. Student-athletes are responsible for returning all equipment issued to them during their sport's season. The student-athlete will be financially responsible for any lost equipment. All financial obligations of the student-athlete must be taken care of within one week after the end of the sport's season. No student-athlete will receive an athletic award until all equipment is returned and all financial obligations have been paid.
9. A student athlete quitting a sport activity may not participate in a new sport activity until the athlete has received an athletic release from the head coach of the sport being dropped or until the end of that specific sport season.
10. Athletes are expected to attend the Awards Program to complete their sport's season and receive their awards.
11. An athlete represents more than himself/herself. Because he/she represents the team, school and community, his/her conduct and appearance must reflect this additional responsibility. Student-athletes should behave in such a way as to be free of any suspicion of breaking training rules and/or unsportsmanlike conduct.

Transportation

1. The school district provides transportation for participants in extra-curricular activities to and from the location of the contest (activity).
2. Participants must be transported by District transportation to and from extra-curricular activities scheduled outside of Indian Hill.
3. Students may ride home from an event with his/her parents if permission is granted by the advisor/coach. The student may not go home with anyone other than his/her parents. This includes siblings and adult friends of the family even if they have a note from the student's parents.
4. Students may provide their own transportation to events when there are extenuating circumstances. The students must have written permission from their parent (guardian), and the permission form must be approved by the director or his/her designee.
5. All regular school bus rules will be followed on all athletic trips.

Further Information

All participating athletes are required to have a physical after May 1 of the previous academic school year. A physical form must be completed by the physician and submitted before the student will be permitted to participate in any IHMS sports. All required forms can be obtained in the Athletic Office or on the Athletic Department website at www.ih.k12.oh.us/athletic - in the forms section on the left of the main page. Further information on the IH Athletic program is available, in detail, on the Athletic Department website at www.ih.k12.oh.us/athletic

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-wide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member, or his or her designee, attends public records training every term for which he/she is elected to public office. The Board may designate one or more persons to attend public records training on behalf of its members. If so decided, the Board designates a designee every two years. If a new Board member is appointed to office, the Board designates one or more persons as the District designee or requires the newly appointed Board member to attend public records training.

All records responsive to a request for records are made available within a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The District may ask that the requester make the request in writing, provide identification and indicate the reason the information is sought, provided that a written request, or disclosure of the requester's identity or the intended use would enhance the District's ability to identify, locate or deliver the records sought. The District will first inform the requester that such disclosure is not mandatory, unless the request is for student directory information. The District will also notify the requester that it is not mandatory to make the request in writing.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person is limited to 10 a month unless the person certifies in writing that the records, or the information in them, will not be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board's public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule will be maintained and readily available to the public in the central office.

[Adoption date: April 21, 1992]

[Revised: November 13, 2007]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

ORC 121.22

149.43

3319.321

OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions

BDDG, Minutes

GBL, Personnel Records

GBS, Health Insurance Portability and Accountability Act (HIPAA)

IGBA, Programs for Students with Disabilities

JO, Student Records

KA, School-Community Relations

Goals KKA, Recruiters in the
Schools

All concerns or complaints relating to disability discrimination should be directed to the District's Section 504 Coordinator. The Section 504 Coordinator is the Director of Pupil Services who may be contacted at (513) 272-4500 or 6855 Drake Road, Cincinnati, Ohio 45243. Thank you.

This is what it means to be a Brave.....

	Leadership	Pride	Excellence
Classrooms	<ul style="list-style-type: none"> • Encourage others. • Inspire & Lead by Example. • Follow directions the 1st time. 	<ul style="list-style-type: none"> • Actively listen and participate. • Take care of yourself, others, and your environment. • Give your best effort. 	<ul style="list-style-type: none"> • Exceed expectations. • Be prepared. • Manage time wisely during class. • Continue studies outside of class time.
Cafeteria	<ul style="list-style-type: none"> • Be a problem solver Include others. 	<ul style="list-style-type: none"> • Use positive words and actions. • Follow lunchroom procedures. • Listen & be respectful to adults. 	<ul style="list-style-type: none"> • Clean up after yourself & help keep the cafeteria clean.
Hallways and Shared spaces (Library, Multi-Purpose Room, and Others)	<ul style="list-style-type: none"> • Walk to the right. • Use indoor voice. • Use kind words. 	<ul style="list-style-type: none"> • Report maintenance problems. • Keep my hands to myself. • Be on time. 	<ul style="list-style-type: none"> • Plan ahead. • Hold onto your belongings. • Clean up if you see something out of place.
Arrival & Dismissal @ Bus/Pick up Circle	<ul style="list-style-type: none"> • Uses positive language. • Follow adult directions. 	<ul style="list-style-type: none"> • Use sidewalk to maintain safety. • Be prompt. 	<ul style="list-style-type: none"> • Assist others, if needed. • Encourage safety.
Field Trips	<ul style="list-style-type: none"> • Follow directions from adults. 	<ul style="list-style-type: none"> • Use good manners. 	<ul style="list-style-type: none"> • Reflect core values in your actions.
School Events	<ul style="list-style-type: none"> • Provide encouragement to peers. • Follow adult directions. 	<ul style="list-style-type: none"> • Participate in school events. • Report unsafe behavior. 	<ul style="list-style-type: none"> • Be polite. • Take care of school environment.
Technology/ Cyberspace	<ul style="list-style-type: none"> • Be responsible for your actions. • Consider the consequences. 	<ul style="list-style-type: none"> • Treat electronic devices with care. • Use positive, respectful language in messages. 	<ul style="list-style-type: none"> • Access only approved websites. • Follow classroom and computer lab procedures.
Restroom	<ul style="list-style-type: none"> • Return to class promptly. • Wash hands and throw trash away. 	<ul style="list-style-type: none"> • Respect the privacy of others. • Use a conversational tone. 	<ul style="list-style-type: none"> • Report restroom problems.